September 23, 2026

TRINITY
UNITED METHODIST CHURCH

Business Administrator

Trinity United Methodist Church of Conway, SC is seeking a full-time Business Administrator to join our church staff and help provide the administrative, financial, and operational leadership necessary for the day-to-day ministry of the congregation.

Trinity exists for the purpose of making disciples of Jesus Christ. We seek to be a family of disciples who walk together in the way that leads to life, growing in the knowledge and spirit of Christ so that we may serve others, invite others to follow Jesus, and love, nurture, and support one another.

The Business Administrator plays an important role in helping Trinity live out that mission. Working under the immediate supervision and direction of the Pastor, and accountable to both the Pastor and the Staff-Parish Relations Committee, the Business Administrator oversees a wide range of administrative and operational responsibilities. These include financial and payroll functions, church records, scheduling and coordination of church activities, office operations, facility coordination, and support for the ministries and life of the congregation.

We are looking for a person who is **organized, dependable, trustworthy, discreet, and comfortable managing multiple responsibilities**. The position requires strong administrative skills, sound judgment, attention to detail, proficiency with Microsoft 365, and the ability to work cooperatively and respectfully with the Pastor, staff, church leadership, congregation, volunteers, and members of the wider community.

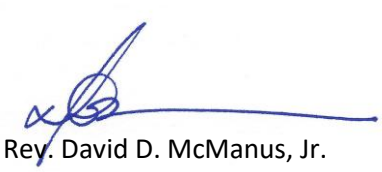
Because this is a ministry setting, we are also seeking someone who is a **professing Christian committed to following Jesus Christ** and who understands that effective administration in the church is ultimately in service to its ministry and mission.

The position is full-time and salaried, with a **beginning salary of $38,000–$42,000, depending upon qualifications and experience**. Compensation includes paid time off and leave in accordance with Trinity United Methodist Church's Staff Handbook. Other benefits may be considered by the Staff-Parish Relations Committee and require approval by the Church Council.

Interested candidates should submit a letter of interest and resume to:

Pastor David McManus
pastor@trinityconway.com

Please review the accompanying Business Administrator Job Description for a complete description of the position's responsibilities, requirements, and expectations. We welcome inquiries from individuals who believe their gifts, experience, and Christian commitment may be a good fit for this ministry of Trinity United Methodist Church.



Rev. David D. McManus, Jr.
Pastor

Job Description

Business Administrator:

Mission and Vision:
Trinity United Methodist Church exists for the purpose of making disciples of Jesus Christ.

Our vision is to be a family of disciples who walk together in the way that leads to life, growing in the knowledge and spirit of Christ so that we may serve others, invite others to follow Jesus, and love, nurture, and support one another.

Principal Function:
The Business Administrator is a member of the Church Staff and is responsible for the duties required to meet the day-to-day operating needs of Trinity United Methodist Church (TUMC). Successful work will include the duties described herein and other duties, provided that such duties are in keeping with the nature of the duties and responsibilities stated herein or are necessary to fulfill the mission of the church.

Nature of Position and Accountability:
The position is full-time and salaried. The Business Administrator is responsible to both the Staff Parish Relations Committee (SPRC) and the Pastor, working under the immediate supervision and direction of the Pastor. An annual performance review will be conducted by the SPRC and Pastor.

Salary, Hours, and Benefits:
- The salary will be determined by the SPRC and recommended to the Finance Committee for inclusion in the annual budget of the local church. Salaries are reviewed annually.
- The minimum work hours are Monday through Thursday: 8:30 AM - 4:30 PM and Sunday 8:30 AM – 12:00 PM (for a member of TUMC). Attendance during the Sunday school hour

and the primary worship service is expected, except as arranged otherwise with the Pastor or in the case of a non-member.

- Paid time off is provided as specified in the Staff Handbook and must be coordinated with the Pastor. Additional time off may be awarded by the SPRC. Sick Leave, Holidays, etc. are specified in the Staff Handbook.
- Other benefits are determined by the SPRC and approved by the Church Council.

Position Requirements:

- Must be a professing Christian who demonstrates a commitment to following Jesus Christ.
- Must be able to comply with the Safe Sanctuary Policy, including successful completion of any required screening and background checks.
- Must demonstrate the ability to work cooperatively and respectfully with the Pastor, other staff, elected lay leadership, the congregation, and parties external to the church.
- Must be able to conduct oneself in a professional, courteous, and appropriate manner in person, online, and by telephone.
- Must dress in a neat and professional manner appropriate to a church workplace and the responsibilities of the position, including interaction with church members, visitors, staff, and the public.
- Must demonstrate sound judgment and discretion in handling matters that require attention, referral, or consultation with the Pastor or appropriate church leadership.
- Must be able to organize and prioritize multiple responsibilities and meet established deadlines.
- Must maintain strict confidentiality regarding information learned or received through the course of employment, including personal matters concerning members, visitors, volunteers, staff, the Pastor, the Staff-Parish Relations Committee (SPRC), and other individuals associated with the church. This includes, but is not limited to, grievances, personnel matters, nonpublic compensation information entrusted to the staff in the course of the job, background check information, and other sensitive or confidential information. Such information must not be discussed or disclosed except when disclosure is authorized, necessary to address a legitimate church matter, required by law, or necessary to protect an individual's safety. This requirement does not prevent a staff person from appropriately reporting a grievance or other concern to the Pastor or SPRC.
- Must demonstrate dependable attendance and punctuality.
- Must possess a valid driver's license.
- Must be proficient in the use of Microsoft 365 applications appropriate to the position.
- Must be able to operate standard office equipment.

General responsibilities:

- Coordinate and supervise office volunteers who perform the following duties:
    - Answer phone calls.
    - Prepare worship bulletins, newsletter, and other correspondence.
    - Clean and restock snack area.
    - Check sanctuary for bulletins.
    - Prepare weekly birthday and anniversary list.
    - Update Home Touch labels.
    - Clean kitchen between cleanings by janitorial service.
- Coordinate the scheduling of church activities and events, including meetings, weddings, funerals, and other uses of church facilities. Consult with the Pastor as appropriate and coordinate with various groups within and outside the church to prevent scheduling conflicts and ensure the responsible and respectful use of church facilities.
- Prepare and publish the monthly online Church Calendar, incorporating all scheduled activities and events. Provide a printed copy of the Church Calendar to the Pastor and Director of Programs.
- Coordinate and supervise the janitorial service.
- Assure the outdoor marquee is updated when needed.
- Assure that office machines are working properly.
- Pick up mail from Post Office and from the outdoor mailbox daily.
- Periodically inventory and purchase (online or locally at Costco or Sam's):
    - paper goods for the facility including dining goods, toilet paper, facial tissue, etc.,
    - programmatic paper goods in consultation with the Director of Programs,
    - kitchen or restroom supplies as necessary.
    - office/copier supplies,
    - coffee supplies.
- Related to funeral services:
    - Purchase and prepare refreshments for funeral visitations.
    - Be present on the day of the funeral and available for needs that may arise.
    - Assist with the funeral meal. Coordinate the meal in the absence of the We Care leader.
    - Assist with or prepare funeral bulletins.
- For special events such as lunches during Advent and Lent, assist with planning, purchasing of food and supplies, and coordinating setup, takedown and serving.
- Sunday Responsibilities:
    - Ensure that adequate coffee and coffee supplies are available for Sunday morning and during the work week for office staff, volunteers, and weekly visitors.
    - Assure that candles have sufficient oil for the service of worship.
    - Set up and prepare coffee, unless attending worship elsewhere.

- Acknowledge all memorials and honoraria to the person who gave the gift and to the persons (or family of the person) for whom the honoraria and memorials are given. Type a list of gifts each week for inclusion in The Good Word.
- Update, print, and distribute the church directory as necessary.
- Prepare the worship bulletins when a volunteer is unavailable.
- Maintain a spreadsheet of attendance at worship services and Sunday school.
- Perform other duties as requested by Pastor or SPRC provided that such requests are in keeping with the nature of the duties and responsibilities specifically stated herein, or necessary to fulfilling the mission of the church.

Specific Responsibilities: Recording Secretary and Financial Secretary

If the person hired for this position is a member of TUMC, the person may be nominated by the Committee on Nominations and Lay Leadership to be elected as the Recording Secretary and the Financial Secretary. The Recording Secretary is a voting member of the Church Council and the Charge Conference, and the Financial Secretary is a voting member of the Finance Committee.

If the person is not a member of TUMC, the person may be nominated by the Committee on Nominations and Lay Leadership to be elected by the Charge Conference as the Recording Secretary and the Financial Secretary but may not serve as a member of the Charge Conference or as a voting member of the Church Council. The Charge Conference itself would grant the non-member Recording Secretary status to record minutes and/or have voice.

Financial Secretary responsibilities:

- Sort the contributions received during the offering according to designated areas and determine the actual amount for operation expenses.
- On Sunday afternoon, deposit all contributions received in the night depository at Conway National Bank (CNB) on North Main.
- Supervise the Count Committee and coordinate the schedule to ensure that two unrelated persons are counting and that someone is assigned to retrieve the deposit bag from CNB on Monday mornings.
- Verify the accuracy of the contribution report after it is completed by the Count Committee, ensuring that everything balances.
- Print ACH deposit reports for the week.
- Post all contributions, including Sunday contributions (cash and checks) and ACH deposits. ACH deposits may or may not have been made on Sunday.
- Create a report of all contributions and distribute it to the bulletin preparer and the Pastor.

- Prepare two giving statements for each person who makes a gift to TUMC: one at the end of June and one at year end (through December 31). Year-end contribution statements must be mailed prior to the end of January of the following year.
- Prepare non-contribution reports for monies that are not tax-deductible contributions (e.g. UMYF Fundraisers, Tuesday Morning Bible Study revenue, other Bible study revenue). Post items to the general ledger, assuring that everything balances. Prepare the deposit and take it to CNB.

Recording Secretary responsibilities:

- Attend and prepare minutes for the Church Council, distribute minutes as required, and file a copy of the approved minutes.
- Attend and prepare minutes for the Finance Committee, distribute minutes as required, and file a copy of the approved minutes.
- Attend and prepare minutes and record of attendance for the Charge Conference using prepared minutes provided by the Pastor.

Business Administrator responsibilities:

- Generate payroll every two weeks. Enter payroll in Positive Pay (CNB).
- Generate weekly accounts payable. Enter payables in Positive Pay (CNB).
- Work Positive Pay (Conway National Bank) Monday through Friday before noon.
- Prepare, file, and pay Federal and State payroll tax withholdings as required.
- Generate W-2s, 1099s, etc., and distribute to staff, vendors, and government entities as required. Appointed personnel and other staff must receive their W-2s prior to the end of January.
- Maintain current versions of all local church policies and coordinate their distribution as necessary.

Adopted September 15, 2026